

Oneida County Job Description

Job Title: Pier-Willow Dining Site Manager
Department: Department on Aging
Reports to: Director
Location: St. Francis of Assisi Church in the Town of Lynn
Status: LTE
Wage: \$8.92/hour (2014 starting wage) after one year of employment the rate goes to \$ 9.19
Days/Hours: Tuesdays and Thursdays, approximately 3-4 hours per day serving at 11:30 a.m.

SUMMARY: This position is responsible for operation of a Dining Site for the elderly nutrition program under the supervision of the Department on Aging Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Manages all operations of the Dining Site for congregate dining site (and home-delivered meals if applicable).
2. Monitor meals delivered by caterer to insure that proper food temperatures are maintained, correct portions have been provided and sanitary conditions are maintained according to Bureau on Aging guidelines.
3. Registers participants for the nutrition program and compiles all statistics needs in managing the meal site and submits to the Coordinator in a timely manner.
4. Follows established procedures for collection, deposit and reporting of donations received.
5. Maintain records needed to compile required weekly, monthly, quarterly and annual reports and submits to the Department on Aging office.
6. Coordinates and/or works with Dining Site participants to plan activities and special events to enhance attendance at the Dining Site.
7. Recruits, trains, schedules and supervises volunteers for the Dining Site.
8. Identify and deal with problems at the Dining Site in consultation with the Coordinator or Director as needed.
9. Attend site manager's meetings and training as directed by the Coordinator.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE ABILITY: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of participants or employees of the organization.

CERTIFICATES, LICENSES, REGISTRATIONS

Will have or acquire after hire appropriate food sanitation certification